

*Inter-
departmental
Options by
Revenue
Source Table
(IDOR)*

ACTION: S TABLEID: IDOR M M A R S			
*** INTERDEPARTMENTAL OPTIONS BY REVENUE SOURCE TABLE ***			
KEY IS: FISCAL YEAR, CHBK DEPT, FUND, RSRC/SUB			
FISCAL YEAR: ..	CHBK DEPT: ...	FUND: ...	RSRC/SUB:
UNDER PAYMENT TOLERANCE:	%	UNDER PAYMENT AMOUNT:	
OVER PAYMENT TOLERANCE:	%	OVER PAYMENT AMOUNT:	
BILLING MINIMUM:		IV BILL FLAG: ..	
ENC DELINQUENCY AGE: ...		ENC AUTOMATIC PROCESSING AGE: ...	
PAY DELINQUENCY AGE: ...		PAY AUTOMATIC PROCESSING AGE: ...	
ENC DELINQUENCY AGE DUNNING CODE:			
ENC AUTOMATIC PROCESSING AGE DUNNING CODE:			
PAY DELINQUENCY AGE DUNNING CODE:			
PAY AUTOMATIC PROCESSING AGE DUNNING CODE:			
REVIEW IE PRIOR TO DISTRIBUTION Y/N :			
REVIEW IV PRIOR TO DISTRIBUTION Y/N :			

Figure 2 - 4

Description

The Interdepartmental Options Table (IDOR) by Revenue Source will serve as the control table for Interdepartmental Billing transactions by Revenue Source which will establish parameters for primary functions at the department level. It will control tolerances for payments less than or greater than the full amounts, statements to buyer departments, dunning notice schedule, delinquent payments, automatic payment processing, and distribution of the IE and IV forms. This table will override the IDOP Table at the Department/Fund/Revenue Source/Sub Revenue Source Code level.

Responsibility

Comptroller Maintained, Department Defined.

*Coding
Instructions*

Fiscal Year	Required. The applicable fiscal year. The fiscal year must be open and valid on the FSyr Table.
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Tables and Transactions

Chargeback Department	Required. The 3 position department code of the Authorized Chargeback Department (ACD). The department code must be valid on the DEPT Table. The department code must be authorized on the CHBK Table.
Fund	Required. The 3 position fund code of the ACD that is to receive the revenue. It must be valid on the FUND Table.
Revenue Source Code	Required. The 4 position revenue source code corresponding to the ACD's authorized chargeback services/goods. The revenue code must be authorized on the CHBK Table.
Sub-Revenue Source	Optional. The 2 position sub-revenue code. Must be valid on CHBK.
Under Payment Tolerance %	Optional. The percentage establishing the maximum dollar amount short that a payment can be accepted as full payment.
Under Payment Tolerance Amount	Optional. The dollar amount establishing the dollar tolerance for which an underpayment can be accepted with the difference automatically written off.
Over Payment Tolerance %	Optional. The percentage establishing the maximum dollar amount a payment can be in excess of the billed amount and not have a customer credit created for the overpayment.
Over Payment Tolerance Amount	Optional. The maximum dollar amount a payment can be in excess of the billed amount and not have a customer credit created for the overpayment.
Billing Minimum	Optional. The minimum billing amount for an IV

to fully process.

IV Bill Flag	Optional. The flag that designates whether a buyer department receives a hard copy bill. Valid values are: "Y" or "N"
Enc Delinquency Age	Optional. The number of days that a department has to encumber funds for a chargeback before it is considered delinquent.
Enc Automatic Processing Age	Optional. The number of days that the encumbrance for Interdepartmental Services will be eligible to be processed automatically.
Pay Delinquency Age	Optional. The number of days that the failure of a department to fully process payment for Interdepartmental services will be considered delinquent.
Pay Automatic Processing Age	Optional. The number of days at which time the payment for Interdepartmental Services will be processed automatically.
Enc Delinquency Age Dunning Code	Optional. The code that corresponds to the message text that appears on the DUNN table which informs the buyer department that the encumbrance for interdepartmental goods/services has not been completed and the Encumbrance Delinquency Age parameter has been exceeded. The message text is printed on the Encumbrance Delinquency Notice.
Enc Automatic Processing Age Dunning Code	Optional. The code that corresponds to the message text that appears on the DUNN table which informs the buyer department that the encumbrance for interdepartmental goods/services has not been completed, the Encumbrance Automatic Processing Age parameter has been exceeded and the encumbrance has been

automatically processed.

Pay Delinquency Age Dunning Code	Optional. The code that corresponds to the message text that appears on the DUNN table which informs the buyer department that the payment for interdepartmental goods/services has not been received and the Payment Delinquency Age parameter has been exceeded.
Pay Automatic Processing Age Dunning Code	Optional. The code that corresponds to the message text that appears on the DUNN table. It informs the buyer department that the payment for interdepartmental goods/services has not been received and the Payment Automatic Processing Age parameter has been exceeded and its payment has automatically been processed.
Review IE Prior to Distribution Y/N:	Optional. Determines the distribution option for the IE form. A "Y" flag in the field will direct the IE forms to the Chargeback departments OMIS bin. A "N" flag in the field will direct the IE forms to the Buyer departments OMIS bin.
Review IV Prior to Distribution Y/N:	Optional. Determines the distribution option for the IV form. A "Y" flag in the field will direct the IV forms to the Chargeback departments OMIS bin. A "N" flag in the field will direct the IV forms to the Buyer departments OMIS bin.

*Inter-
departmental
Encumbrance
Text Code
Table (IETX)*

ACTION: S SCREEN: IETX		M M A R S	
KEY IS: CHBK DEPT, TEXT CODE, TEXT LINE NUMBER			
INTERDEPARTMENTAL ENCUMBRANCE TEXT CODE TABLE			
CHBK DEPT: ...		IE TEXT CODE:	
MESSAGE TEXT		TEXT LINE	
01-	
02-	
03-	
04-	
05-	
06-	
07-	
08-	
09-	
10-	
11-	

Figure 2 - 5

Description

The Interdepartmental Encumbrance Text Code Table maintains codes and accompanying literal text which is displayed on the hard copy IE. The codes and messages are entered by the ACD. It is a message the ACD wishes to display on the IE document.

Responsibility

Authorized Chargeback Department

*Coding
Instructions*

Chargeback Department	Required. The 3 position department code of the ACD.
IE Text Code	Required. The 4 position alpha/numeric code to identify the unique text to be printed on the IE document.
Message Text	Required. The text an ACD wishes to display on an IE.

Tables and Transactions

Text Line

System Maintained. The system default line numbering beginning with 001 and followed by odd numbers (003, 005, etc.).

**Inter
departmental
Text Table
(IDTX)**

ACTION: S SCREEN: IDTX M M A R S						
INTERDEPARTMENTAL TEXT TABLE						
KEY IS FISCAL YEAR, CHBK DEPT, FUND, RSRC/SUB, FREQUENCY						
FISCAL YEAR	CHBK DEPT	FUND	RSRC/SUB	FREQUENCY	IE TEXT CODE	IV TEXT CODE
01-
02-
03-
04-
05-
06-
07-
08-
09-
10-
11-
12-
13-

Figure 2 - 6

Description

The Interdepartmental Text Code Table (IDTX) enables Authorized Chargeback Departments to assign text by Revenue Source Code from IETX or IVTX globally to all the IE or IV forms of all its buyer departments.

Responsibility

Authorized Chargeback Department

Coding**Instructions:**

Fiscal Year	Required. The applicable fiscal year. The fiscal year must be open and valid on the FSYS Table.
Chargeback Department	Required. The 3 position department code for the ACD. The department must be authorized on the CHBK Table.

Tables and Transactions

Fund	Required. The 3 character fund code of the ACD which will be credited with the Interdepartmental Transaction. The fund must be authorized on the CHBK Table.
Revenue Source Code	Required. The four character revenue source code corresponding to the ACD's authorized chargeback services/goods. The revenue source must be authorized on the CHBK Table.
Sub-Revenue Source Code	A 2 character sub-revenue source code. The sub-revenue source must be authorized on the CHBK Table.
Frequency	System Maintained. This indicates how often a payment document will be generated against the Interdepartmental Encumbrance. Valid values are: "M" - Monthly "Q" - Quarterly "S" - Semi-annually "Y" - Annually "A" - Ad Hoc
IE Text Code	Optional. If desired, must enter 4 digit code. Enter the 4 character IE Text code to display the corresponding message text on the IE form. The text code must be valid on IETX Table.
IV Text Code	Optional. If desired, must enter 4 digit code. Enter the 4 character IV Text code to display the corresponding message text on the IV form. The text code must be valid on IVTX

*Inter
departmental
Buyer
Department
Contact Table
(IBDC)*

ACTION: S TABLEID: IBDC M M A R S			
*** INTERDEPARTMENTAL BUYER DEPARTMENT CONTACT TABLE ***			
KEY IS FISCAL YEAR, CHBK DEPT, FUND, RSRC/SUB, BUYER DEPT, BUYER ORGN/SUB			
FISCAL YEAR: ..	CHBK DEPT: ..	FUND: ..	RSRC/SUB: ..
BUYER DEPT: ..	BUYER ORGN/SUB: ..		
SERVICE IDENTIFIER: ..		APPROVED SERVICE: ..	
NAME: ..			
TITLE: ..			
DEPARTMENT: ..			
ADDRESS: ..			
CITY/TOWN: ..		STATE: ..	ZIP: ..
TELEPHONE: ..			

Figure 2 - 7

Description

The Interdepartmental Buyer Department Contact Table maintains the name, address, city/town, zip code and telephone number of the individual within the buyer department responsible for overseeing a particular chargeback. This information will print on the IE and IV forms.

Responsibility

Authorized Chargeback Departments

*Coding
Instructions*

Fiscal Year	Required. The applicable fiscal year.
Chargeback Department	Required. The 3 position department code of the Authorized Chargeback Department (ACD). Must be authorized on CHBK.

Tables and Transactions

Fund	Required. The 3 position fund code of the ACD which will be credited with the Interdepartmental Transaction. The fund must be authorized on the CHBK Table.
Revenue Source Code	Required. The 4 position revenue source code corresponding to the ACD's authorized chargeback services/goods. The revenue source must be authorized on the CHBK Table.
Sub-Revenue Source	The two position sub revenue source code is required if authorized on CHBK.
Buyer Department	Required. The 3 position department code for the buyer department.
Buyer Organization	Required. The 4 position organization code that is responsible for overseeing Interdepartmental billings.
Buyer Sub-Organization	Optional. The 2 position sub-organization code that is responsible for overseeing Interdepartmental billings.
Service Identifier	Inferred from the CHBK Table. The 3 position code which represents the corresponding approved chargeback service.
Approved Service	Inferred from the Service Identifier Code on the ACSI Table. The description of the Service Identifier Code.
Name	Required. The name of the individual within the buyer department responsible for overseeing interdepartmental business or a particular chargeback.

Title	Optional. The title of the individual within the buyer department responsible for overseeing interdepartmental business or a particular chargeback.
Department	Optional. The buyer department name. If not entered, Inferred from the DEPT Table based on the buyer department 3 letter code.
Address	Required. The address of the individual within the buyer department responsible for overseeing interdepartmental business or a particular chargeback. The first line of address should be the buyer department name.
City/Town	Required. The name of the municipality where the buyer department contact is located.
State	Required. The state where the buyer department contact is located.
Zip Code	Required. The Zip Code where the buyer department contact is located.
Telephone	Required. The telephone number of the individual within the buyer department responsible for overseeing interdepartmental business or a particular chargeback.

**Chargeback
Estimation
Table (CBET)**

ACTION: A		SCREEN: CBET		M M A R S		08/11/94 15:07:14	
KEY IS FISCAL YEAR, CHBK DEPT, FUND, RSRC/SUB, BUYER DEPT, BUYER ORGN/SUB							
IE NUMBER							
CHARGEBACK ESTIMATION TABLE							
FISCAL YEAR: --		CHBK DEPT: ---		FUND: ---		RSRC/SUB: -----	
OBJECT:		BILLING FREQ:		BILLING EXP DATE:			
SERVICE IDENTIFIER:		APPROVED SERV:					
		DATA ENTRY TOTAL:					
ORGN		IE NUMBER		IE AMOUNT		IE	
DEPT	SUB					BILL	TEXT
						MM/DD	CODE
01-							
02-							
03-							
04-							
05-							
06-							
07-							
08-							

Figure 2 - 8

Description

The Chargeback Estimation Table will be used by the Authorized Chargeback Department (ACD) to initiate billing amounts, and billing frequencies for its chargebacks. It generates an IE Form and an IE Shell on the suspense file. The CBET serves as a reference table for fields in other documents in the Interdepartmental Billing process.

Responsibility

Authorized Chargeback Department

**Coding
Instructions**

Fiscal Year	Required. The applicable fiscal year.
Chargeback Department	Required. The 3 position department code of the Authorized Chargeback Department (ACD). It must be authorized on the CHBK Table.

Tables and Transactions

Fund	Required. The 3 position Fund Code of the ACD that is to receive the revenue. It must be authorized on the CHBK Table.
Revenue Source Code	Required. The 4 position revenue source code corresponding to the ACD's authorized chargeback services/goods. It must be authorized on the CHBK Table.
Sub-Revenue Source	Required, if applicable. The 2 position sub-revenue code. It must be authorized on the CHBK Table
Object	System Maintained. Inferred from the CHBK Table. The 3 position object code that describes the expenditure being incurred. It associates the cost to the buyer department with the approved service.
Billing Frequency	System Maintained. Inferred from the CKBK table. This indicates how often a payment document will be generated against the Interdepartmental Encumbrance. Valid values are: "M" - Monthly "Q" - Quarterly "S" - Semi-annually "Y" - Annually "A" - Ad Hoc
Billing Expiration Date	System Maintained. Inferred from the CHBK table. Expiration date for processing Interdepartmental Vouchers.
Service Identifier	Inferred from the CHBK Table. The 3 position code which represents the corresponding approved chargeback service.

Tables and Transactions

Approved Service	Inferred from the ACSI Table. The text which serves as the authorized description of the chargeback goods or services corresponding to the Service Identifier.
Data Entry Total	System Maintained. The sum total of all the lines entered for one cycle period.
Buyer Department	Required. The 3 position department code for the buyer department.
Buyer Organization	Required. The 4 position organization code that is responsible for overseeing Interdepartmental Transactions.
Buyer Sub-Organization	Optional. The 2 position sub-organization code that is responsible for overseeing Interdepartmental Transactions.
IE Number	System Generated or Manually Entered. If field is blank the system will automatically assign the IE Number. For Manual entries the following scheme must be followed:

POSITIONS	ENTRY
1 - 2	IE
3 - 5	Buyer Department
6 - 9	Buyer Organization
10-12	Service Identifier
12-14	OPTIONAL
15-16	2 character Fiscal Year Code